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FM COMNAVRESFOR NORFOLK VA  
TO NAVRESFOR  
INFO CNO WASHINGTON DC  
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UNCLAS

SUBJ/POLICY CHANGE FOR AWARDING NON-PAY RETIREMENT POINTS FOR  
MSGID/GENADMIN/COMNAVRESFOR NORFOLK VA//  
CORRESPONDENCE COURSES//  
NAVRESFOR 016/14//

POC/LUNA/LCDR/COMNAVRESFOR/NORFOLK VA/TEL: CML (757) 322-6595/  
E-MAIL: JUAN.LUNA(AT)NAVY.MIL//

RMKS/1. The ability for Reserve Component (RC) personnel to receive retirement points for voluntary completion of correspondence courses is an important aspect of the Navy's Total Force Continuum of Service concept. It enables the Navy to retain personnel with strategically valuable skills, expands the flexible service options for those unable to conduct regular drills due to short-term conflicts, and provides a method for crediting completion of electronically available training. To ensure the process for authorizing, auditing, and awarding of retirement points is compliant with DOD Instruction 1215.07, the following changes will go into effect 1 October 2014.

2. Commander, Navy Personnel Command (CNPC) has advised that they will cease automated crediting of retirement points for correspondence courses completed through Navy Knowledge Online, the Naval Education and Training Command non-resident training course website, and any other system which automatically awards retirement points for completion of electronically delivered training, effective 1 October 2014.

3. Non-pay retirement points for completion of correspondence courses shall be credited at the rate of one point per 4 hours of instruction. Courses which contain less than 4 hours of instruction are not eligible for retirement point credit. Commander, Navy Reserve Forces Command (COMNAVRESFORCOM) (N7) will maintain an Assistant Secretary of the Navy (ASN) approved list of authorized courses. These courses will be posted to the Navy Reserve Homeport at: <https://private.navyreserve.navy.mil/cnrfc/n-codes/n7/pages/default.aspx>. If a course is not currently listed on the master course listing, it may be submitted to COMNAVRESFORCOM (N7) for routing to and possible approval by ASN for addition to the master list.

4. Awarding authorities will ensure the course of instruction is included on the list of authorized courses and provides such military value that it will enhance the individual RC Sailor's professional development through:

- a. Broadening their qualifications for duties to which they may be expected to perform upon mobilization, or
- b. Broadening their knowledge of the qualifications of those whose work they may supervise.
- c. Sailors currently enrolled in correspondence courses not meeting the above criteria will have until 1 October 2014 to complete the course and receive credit. Such courses completed after 1 October 2014 will not be honored.

5. Authorizing and awarding authorities for completion of correspondence courses for retirement point credit are:

- a. Navy Operational Support Center (NAVOPSPTCEN) Commanding Officer or designated representative is responsible for Selected Reservists (SELRES) assigned to the Operational Support Unit and Individual Ready Reserve (IRR) members of the Voluntary Training Unit and Voluntary Participation Unit, and

- b. Navy Reserve Unit Commanding Officer (which includes squadrons) or designated representative for assigned SELRES, and
  - c. PERS-912 for members of the IRR - Active Status Pool (IRR-ASP), and Standby Reserve-Active (USNR-S1), and
  - d. PERS-912 for all Continuing Medical Education (CME) credit. CME courses are reviewed and approved by the Bureau of Medicine and Surgery (BUMED) prior to PERS-912 crediting.
  - e. COMNAVRESFORCOM (N14) for Strategic Sealift Officers assigned to the Strategic Sealift Readiness Group (RUIC 2525N).
6. Navy Reserve Activities (NRA) will complete and ensure the following procedures are met when processing correspondence courses for retirement points:
- a. Follow procedures outlined in the NSIPS tutorial located at:  
[https://private.navyreserve.navy.mil/cnrfc/NCodes/N1/CNRFC\\_N1C2/SitePages/Home.aspx](https://private.navyreserve.navy.mil/cnrfc/NCodes/N1/CNRFC_N1C2/SitePages/Home.aspx)
  - b. Ensure the Sailor receives prior approval from Commanding Officer or designated representative to enroll in and receive credit for the applicable correspondence courses via NAVPERS 1336/3, Special Request/Authorization.
  - c. Ensure the Sailor signs a NAVPERS 1070/613, Administrative Remarks, indicating their understanding that they may not receive retirement points for concurrent activities. Accordingly, they cannot be awarded retirement points for correspondence courses completed while in an Active or Inactive duty status, for which retirement point credit is awarded, such as Inactive Duty Training, Inactive Duty Training Travel, Inactive Duty, Additional Training Period, Additional Flying and Flight Training Period, Readiness Management Period, Annual Training, Active Duty for Training, Active Duty for Special Work, Definite Recall, or Mobilization.
  - d. Ensure the Sailor provides the NRA with a copy of the approved NAVPERS 1336/3 and course certificate of completion.
  - e. The NRA will verify the correspondence course is on the ASN approved list and that the member was not performing Inactive or Active service at the time of course completion prior to making the NSIPS entry.
7. Non-drilling IRR Sailors can fax or mail certificates of completion to PERS-912. Once sent, allow 60 days for the points to post to the online record. Certificates can be faxed to (901)874-7044 or mailed to Navy Personnel Command, PERS-912, 5720 Integrity Drive, Millington, TN 38055. To confirm receipt or to answer questions concerning the crediting of courses call NPC Customer Service at 1-866-827-5672.
8. Credit for courses must be entered within 12 months of the completion date. All courses with completion dates outside of 12 months must be entered by PERS-912. The applicable approval authority must provide an approval endorsement with the completion certificate and forward it to PERS-912.
9. Further information can be found on the COMNAVRESFORCOM (N7) website at: <https://private.navyreserve.navy.mil/cnrfc/n-codes/n7/pages/default.aspx>.
10. Released by VADM R. R. Braun, Commander, Navy Reserve Force.//

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